

CITY OF BAINBRIDGE ISLAND

**SHORELINE SUBSTANTIAL DEVELOPMENT
EXEMPTION APPLICATION**

FORM MUST BE COMPLETED IN INK, PREFERABLY BLUE.
PENCIL WILL NOT BE ACCEPTED.



<p>DATE STAMP FOR CITY USE ONLY</p>	<p style="text-align: center;"><u>TO BE FILLED OUT BY APPLICANT</u></p> <p>PROJECT NAME: _____</p> <p>TAX ASSESSOR'S NUMBER: _____</p> <p>_____</p> <p>_____</p> <p>PROJECT STREET ADDRESS OR ACCESS STREET: _____</p> <p>ENVIRONMENTAL CHECKLIST SUBMITTED : <input type="checkbox"/> YES <input type="checkbox"/> NO</p> <p style="text-align: center;"><u>FOR CITY USE ONLY</u></p> <p>FILE NUMBER: _____</p> <p>PROJECT NUMBER: _____</p> <p>DATE RECEIVED: _____</p> <p>APPLICATION FEE: _____</p> <p>TREASURER'S RECEIPT NUMBER: _____</p>
<p>SUBMITTAL REQUIREMENTS</p>	
APPLICATION	<p><i>One original (which must contain an original signature) and four copies</i> must be provided. Whenever possible, originals must be <i>signed in blue</i>. Please identify the original document.</p>
SUPPORTING DOCUMENTS	<p><i>One original (which must contain an original signature)</i>, where applicable, and <i>four copies</i> (if an original is not applicable, <i>five copies</i> must be provided).</p>
FULL-SIZE DRAWINGS	<p><i>Five copies</i> of the required drawings must be provided. Drawings <i>must be folded and 18" x 24"</i> in size. <i>No construction drawings or other sized drawings</i> will be accepted unless specifically requested.</p>
REDUCED DRAWINGS	<p><i>Two copies</i> of the drawings reduced to 11" x 17" must be provided.</p>
SUBMITTING APPLICATIONS	<p>Applications <i>must be submitted in person</i> by either the owner or the owner's designated agent. Should an agent submit the application, a <i>notarized Owner/Agent Agreement</i> must accompany the application. Please call (206) 780-3762 to make an appointment to submit your application.</p>
FEES	<p>Please call the Department of Planning & Community Development for submittal fee information.</p>
ATTACHED SUBMITTAL CHECKLIST	<p>Please refer to attached Submittal Checklist for further information. NOTE: when submitting this application, please do not copy or include the Submittal Checklist sheets attached to the back of this application.</p>
<p>APPLICATIONS WILL NOT BE ACCEPTED unless these basic requirements are met and the submittal packet is deemed counter complete.</p>	

DEPARTMENT OF PLANNING AND COMMUNITY DEVELOPMENT
280 MADISON AVENUE NORTH • BAINBRIDGE ISLAND, WA • 98110-1812
PHONE: (206) 842-2552 • FAX: (206) 780-0955 • EMAIL: pcd@bainbridgewa.gov
www.ci.bainbridge-isl.wa.us

CITY OF BAINBRIDGE ISLAND

**SHORELINE SUBSTANTIAL DEVELOPMENT
EXEMPTION APPLICATION**

FORM MUST BE COMPLETED IN INK, PREFERABLY BLUE.
PENCIL WILL NOT BE ACCEPTED.



A. GENERAL INFORMATION

1. Name of property owner: _____
Address: _____
Phone: _____ Fax: _____
E-mail: _____

Name of property owner: _____
Address: _____
Phone: _____ Fax: _____
E-mail: _____

Name of property owner: _____
Address: _____
Phone: _____ Fax: _____
E-mail: _____

*If the owner(s) of record as shown by the county assessor's office is (are) not the agent,
the owner's (owners') signed and notarized authorization(s) must accompany this application.*

2. Applicant/agent: _____
Address: _____
Phone: _____ Fax: _____
E-mail: _____

3. Name of land surveyor: _____
Address: _____
Phone: _____ Fax: _____
E-mail: _____

4. Planning department personnel familiar with site: _____

DEPARTMENT OF PLANNING AND COMMUNITY DEVELOPMENT
280 MADISON AVENUE NORTH • BAINBRIDGE ISLAND, WA • 98110-1812
PHONE: (206) 842-2552 • FAX: (206) 780-0955 • EMAIL: pcd@bainbridgewa.gov
www.ci.bainbridge-island.wa.us

CITY OF BAINBRIDGE ISLAND

**SHORELINE SUBSTANTIAL DEVELOPMENT
EXEMPTION APPLICATION**

FORM MUST BE COMPLETED IN INK, PREFERABLY BLUE.
PENCIL WILL NOT BE ACCEPTED.



5. Description of proposal:

6. Driving directions to site:

7. Common name of adjacent water area:

8. Please give the following existing parcel information:

Assessor's Parcel Number	Parcel Owner	*Lot Area
Use additional sheet if necessary	Total of all parcels:	

** As defined in Bainbridge Island Municipal Code 18.12.050*

DEPARTMENT OF PLANNING AND COMMUNITY DEVELOPMENT
280 MADISON AVENUE NORTH • BAINBRIDGE ISLAND, WA • 98110-1812
PHONE: (206) 842-2552 • FAX: (206) 780-0955 • EMAIL: pcd@bainbridgewa.gov
www.ci.bainbridge-isl.wa.us

CITY OF BAINBRIDGE ISLAND

**SHORELINE SUBSTANTIAL DEVELOPMENT
EXEMPTION APPLICATION**

FORM MUST BE COMPLETED IN INK, PREFERABLY BLUE.
PENCIL WILL NOT BE ACCEPTED.



9. Legal description (or attach): _____

10. Current comprehensive plan, zoning and shoreline designations and use of subject parcel(s):

Lot Number	Comp Plan Designation	Zoning Designation	Shoreline Designation	Current Use
Lot				
Lot				
Lot				
Lot				

11. Current comprehensive plan, zoning and shoreline designations and use of adjacent properties:

Property	Comp Plan Designation	Zoning Designation	Shoreline Designation	Current Use
North				
South				
East				
West				

12. Does the site contain an environmentally sensitive area as defined in Critical Areas Ordinance (*Bainbridge Island Municipal Code* Chapter 16.20)?

☐ yes ☐ no ☐ unknown

If yes, check as appropriate:

<input type="checkbox"/> wetland*	<input type="checkbox"/> geologically hazardous area**
<input type="checkbox"/> wetland buffer*	<input type="checkbox"/> zone of influence**
<input type="checkbox"/> stream*	<input type="checkbox"/> slope buffer**
<input type="checkbox"/> stream buffer*	<input type="checkbox"/> fish and wildlife habitat area

* If your site includes a wetland or wetland buffer, a wetland report is required with your application.

**If your site includes a geologically hazardous area or is within the zone of influence as defined in *Bainbridge Island Municipal Code* 16.20, a geotechnical report may be required with your application.

DEPARTMENT OF PLANNING AND COMMUNITY DEVELOPMENT
280 MADISON AVENUE NORTH • BAINBRIDGE ISLAND, WA • 98110-1812
PHONE: (206) 842-2552 • FAX: (206) 780-0955 • EMAIL: pcd@bainbridgewa.gov
www.ci.bainbridge-isl.wa.us

CITY OF BAINBRIDGE ISLAND

**SHORELINE SUBSTANTIAL DEVELOPMENT
EXEMPTION APPLICATION**

FORM MUST BE COMPLETED IN INK, PREFERABLY BLUE.
PENCIL WILL NOT BE ACCEPTED.



13. Native Vegetation Zone is as follows:

Shoreline Environment	Minimum Required NVZ	NVZ Depth Provided
Urban	25 feet	Feet
Rural	50 feet	Feet
Semi-rural	50 feet	Feet
Conservancy	100 feet	Feet
Natural	N/A	Feet

14. Activities are planned within the following distance from the Ordinary High Water Mark (**OHWM**), generally described as the place where shoreline vegetation changes from salt tolerant to upland plants: (circle as applicable)

<input type="checkbox"/> 200 feet	<input type="checkbox"/> 100 feet	<input type="checkbox"/> 50 feet
<input type="checkbox"/> 0 to 5 feet	<input type="checkbox"/> over water	

15. List any other permits for this project from federal, state, or local governmental agencies for which you have applied or will apply, including the name of the issuing agency, whether the permit has been applied for, and if so, the date the application was approved or denied, and the application or permit number:

16. Was the land platted in the past? (If yes, a copy of recorded plat is required.) ☐ yes ☐ no ☐ unknown

17. Is there any other information which is pertinent to this project?

☐ yes ☐ no

If yes, please explain: _____

DEPARTMENT OF PLANNING AND COMMUNITY DEVELOPMENT
280 MADISON AVENUE NORTH • BAINBRIDGE ISLAND, WA • 98110-1812
PHONE: (206) 842-2552 • FAX: (206) 780-0955 • EMAIL: pcd@bainbridgewa.gov
www.ci.bainbridge-isl.wa.us

CITY OF BAINBRIDGE ISLAND

**SHORELINE SUBSTANTIAL DEVELOPMENT
EXEMPTION APPLICATION**

FORM MUST BE COMPLETED IN INK, PREFERABLY BLUE.

PENCIL WILL NOT BE ACCEPTED.



18. General description of the existing terrain: _____

19. Soil survey classification: _____

20. Flood plain designation: ☐ A ☐ AE

21. Will the completed project result in 800 or more square feet of impervious surface (building footprint + driveways + parking)? ☐ yes ☐ no ☐ unknown

22. Will the project result in clearing more than six significant trees or 2,500 square feet of ground? ☐ yes ☐ no ☐ unknown

23. Do storm water systems exist on the site? ☐ yes ☐ no ☐ unknown

If yes, were they constructed after 1982? ☐ yes ☐ no ☐ unknown

If yes, what type of storm water system exists on the site?

☐ infiltration ☐ open ditching ☐ closed conveyance ☐ detention

24. Will the completed project result in excavating of or filling in:

☐ less than 50 cubic yards. ☐ more than 50 cubic yards but less than 100 cubic yards. ☐ more than 100 cubic yards.

DEPARTMENT OF PLANNING AND COMMUNITY DEVELOPMENT
280 MADISON AVENUE NORTH • BAINBRIDGE ISLAND, WA • 98110-1812
PHONE: (206) 842-2552 • FAX: (206) 780-0955 • EMAIL: pcd@bainbridgewa.gov
www.ci.bainbridge-isl.wa.us

CITY OF BAINBRIDGE ISLAND

**SHORELINE SUBSTANTIAL DEVELOPMENT
EXEMPTION APPLICATION**

FORM MUST BE COMPLETED IN INK, PREFERABLY BLUE.
PENCIL WILL NOT BE ACCEPTED.



I hereby certify that I have read this application and know the same to be true and correct.

*Signature of owner or authorized agent

Date

Printed

*Signature of owner or authorized agent

Date

Printed

*Signature of owner or authorized agent

Date

Printed

**If signatory is not the owner of record, the attached "Owner/Agent Agreement" must be signed and notarized*

DEPARTMENT OF PLANNING AND COMMUNITY DEVELOPMENT
280 MADISON AVENUE NORTH • BAINBRIDGE ISLAND, WA • 98110-1812
PHONE: (206) 842-2552 • FAX: (206) 780-0955 • EMAIL: pcd@bainbridgewa.gov
www.ci.bainbridge-isl.wa.us



CITY OF BAINBRIDGE ISLAND
SHORELINE RESTORATION & ENHANCEMENT PROJECT
WDFW STATEMENT OF CONCURRENCE

Instructions: This form is to be filled out and signed by an authorized representative of the Washington State Department of Fish and Wildlife (WDFW) (likely the Marine Area Habitat Biologist for Kitsap County) and submitted with your Shoreline Substantial Development Exemption, Shoreline Conditional Use Permit, and/or Shoreline Variance application. If WDFW has already approved a Hydraulic Project Approval (HPA), the applicant must submit a copy of the approved HPA with their application to the City.

Project Name: _____

Applicant: _____

Mark all that apply:

<input type="checkbox"/> Concur OR <input type="checkbox"/> Do not Concur	The above referenced project is necessary for the improvement of fish and wildlife habitat or passage and, pending final HPA approval, is appropriately designed and sited to accomplish the intended purpose.
---	--

AND

<input type="checkbox"/> WDFW has issued an (HPA) for the above referenced project. HPA #: _____ OR Date Issued: _____	<input type="checkbox"/> WDFW will likely issue an HPA for the above referenced project.
---	--

I am an agent of the Washington State Department of Fish and Wildlife with the authority to make the statements marked above.

Signature

Date

Print Name

Title

SUBMITTAL REQUIREMENTS FOR SHORELINE SUBSTANTIAL DEVELOPMENT EXEMPTION

General Information:

Three types of illustrations are needed to properly depict the proposed activity: vicinity map, plan view, and cross-sectional view. Drawings to scale should be prepared using clear printing, black ink, and the fewest number of sheets possible. Include the scale. The importance of clear, accurate drawings cannot be overstated. At a minimum, drawings **must contain the following information**. Other information may be required dependent upon project type. If you have questions completing the drawings, please call our office.

1. **Vicinity Map**

A copy of a county or city road map, or an U.S. Geological Survey topographic map may be used. Include:

- ☐ a. north arrow;
- ☐ b. name of water body;
- ☐ c. location of the proposed activity (indicate with a circle, arrow, X, or similar symbol);
- ☐ d. provide latitude and longitude of the site to the nearest second; and
- ☐ e. provide directions to the site.

2. **Plan View**

This drawing illustrates the proposed project area as if you were looking down at the site from overhead. Include:

- ☐ a. north arrow;
- ☐ b. name of water body and direction of water flow;
- ☐ c. location of existing shoreline:
 - Tidal Waters: show the ordinary high, the mean high, the mean higher high and mean lower low water mark or line, and/or wetland boundaries. Indicate elevation above datum.
 - Non-tidal Waters: show the ordinary high water mark or line and/or wetland boundary;
- ☐ d. dimensions of the activity or structure, distance from property lines, and the distance it extends into the water body beyond the ordinary high, mean high, mean higher high and mean low water mark or line and/or wetland boundaries, as appropriate;
- ☐ e. show existing structures on subject and adjoining properties;
- ☐ f. indicate adjoining property ownership;
- ☐ g. if fill material is to be placed, identify the type of material, amount of material (cubic yards), area to be filled (acres).
- ☐ h. if project involves dredging, identify the type of material, amount of material (cubic yards), area to be dredged, method of dredging and location of disposal site.
Dredging in areas more shallow than -10 feet needs to be clearly identified on drawings;
- ☐ i. identify any part of the activity that has been completed;
- ☐ j. indicate types and location of aquatic, wetland, and riparian vegetation; and
- ☐ k. erosion control measures, stormwater runoff control, stabilization of disturbed areas, etc.

SUBMITTAL REQUIREMENTS FOR SHORELINE SUBSTANTIAL DEVELOPMENT EXEMPTION

3. **Cross-sectional View**

This drawing illustrates the proposed activity as if it were cut from the side and/or front.

Include:

- ☐ a. location of water lines;

Tidal Waters: show the ordinary high, mean high, mean higher high and mean lower low water marks or lines and/or wetland boundary.
Non-tidal Waters: show the ordinary high water mark or line and/or wetland boundary;
- ☐ b. water depth or tidal elevation at waterward face of project;
- ☐ c. dimensions of the activity or structure and the distance it extends into the water body beyond the ordinary high, mean high, mean higher high and mean low water mark or line and/or wetland boundaries;
- ☐ d. indicate dredge and/or fill grades as appropriate;
- ☐ e. indicate existing and proposed contours and elevations;
- ☐ f. indicate types and location of aquatic, wetland, and riparian vegetation present on site;
- ☐ g. indicate type and location of material used in construction and method of construction; and
- ☐ h. indicate height of structure.

Owner/Agent Agreement

The undersigned is (are) the owner(s) of record of the property identified by the Kitsap County Assessor's account number _____, located at _____, Bainbridge Island, Washington. The undersigned hereby gives (give) consent and approval to _____

to act on his/her (their) behalf as his/her (their) agent to proceed with an application for (please check all items that apply):

☐ preapplication conference

☐ planning permits

☐ construction permits (i.e. building, water/sewer availability, right-of-way, etc)

on the property referenced herein. This agreement authorizes the agent to act on the owner's behalf for the above checked applications through (date or specific phase) _____.

Owner of record

Date

Owner of record

Date

STATE OF WASHINGTON)
) SS.
COUNTY OF KITSAP)

On this _____ day of _____, 20____, before me, the undersigned, a Notary Public in and for the State of Washington, duly commissioned and sworn, personally appeared:

_____ to me known as the individual(s) described in and who executed the foregoing instrument, and acknowledged to me that he/she/they signed and sealed the said instrument, as his/her/their free and voluntary act and deed for the uses and purposes therein mentioned, and on oath stated that he/she/they was (were) authorized to execute said instrument.

WITNESS MY HAND AND OFFICIAL SEAL, hereto affixed the day and year in this certificate above written.

Notary Public in and for the State of Washington

Residing at _____

My appointment expires: _____